

Report Date: 09 May 2014

Summary Report for Individual Task
805C-LF5-1227
Close a Registry Section
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / Soldier Support Institute foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You a Military Postal Clerk assigned to the Registry Section of the post office. You are required to close the Registry Section while preventing loss and damage to the mail with the following: 1. Several articles of registered mail. 2. PS Form 3849, Notice of Delivery. 3. PS Form 3854, Manifold Registry Dispatch Book. 4. PS Form 3877, Firm Mailing Book for Registered, Insured , Cash on Delivery, Certified Mail and Express Mail. 5. PS Form 3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail. 6. DD Form 2261, Balance and Inventory. 7. Necessary rubber stamps and stamp pad. 8. Standard USPS supplies and equipment .

Standard: Close the registry section IAW the Department of Defense (DoD) 4525.6-M Postal Manual and Domestic Mail Manual (DMM) without errors.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: All required references, forms and technical manuals will be provided by the local Command.

Notes: None

Performance Steps

1. Prepare a DD Form 2261 to account for all registered mail processed by the registry section during the shift.

a. Extract applicable information from all documentation used to receive, deliver, and dispatch registered mail, and from all registered mail not delivered.

b. Count all registered mail you have on hand at your post office that will not be dispatched and list those items on the back of the DD Form 2261.

c. Account for all PS Form 3849 (Delivery Notification/Reminder/Receipt) that any customer signed for their personal registered mail if you delivered any personal registered mail. Write the registered numbers from the PS Form 3849 in section C of the DD Form 2261.

d. Have the witness and registered clerk print their name in the remarks section.

2. Have the verifying officials sign the form after verifying that all entries on the DD Form 2261 are correct.

3. Retain the DD Form 2261 with back up documentation.

4. Secure the registry section with proper padlock.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to close a registry section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared DD Form 2261(Registered Mail-Balance and Inventory) to account for all registered mail processed by the registry section during the shift.			
2. Had the verifying official sign the form after verifying that all entries on the DD Form 2261 were correct.			
3. Retained the DD Form 2261 (with the backup documentation).			
4. Secured the registry section with proper padlock.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DD FORM 2261	REGISTERED MAIL - BALANCE AND INVENTORY	Yes	No
1.	DMM	Domestic Mail Manual	Yes	No
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DD FORM 2261	REGISTERED MAIL - BALANCE AND INVENTORY	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DD FORM 2261	REGISTERED MAIL - BALANCE AND INVENTORY	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1223	Dispatch Outgoing Registered Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1222	Deliver Registered Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Obsolete
805C-LF5-1216	Process Incoming Registered Mail	805C - Adjutant General (Individual)	Obsolete

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF5-1218	Process Mail	805C - Adjutant General (Individual)	Obsolete

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
ASI F5 - Postal Operations	Any	Duty Pos: UJU